



# *Alexandria Police Department*

## **Directive 1.5**



## **WRITTEN POLICIES**

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### **1.5.01 PURPOSE AND POLICY**

**[12.2.1.f.]**

- A. The purpose of this directive is to assist employees in understanding:
  - 1. The functions and goals of the Department and their roles in accomplishing them;
  - 2. How to perform the tasks and activities of their jobs; and
  - 3. The standard for which they will be held accountable.
- B. Written policies are intended to provide a central source of directives, rules and procedures for police employees. They are not intended as a substitute for the operational and management decisions that must be made in order to advance the police mission, nor are they intended to be a substitute for routine oral and written communications among employees.
- C. Documentation of acknowledgement and training ensures that employees are held accountable for information they are required to know.
- D. The goal of the Department is to ensure that policy information provides employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The written policy system should permit rapid access to individual directives, procedures, and rules.

**1.5.02 AUTHORITY AND BACKGROUND**

- A. The City's administrative regulations (ARs) govern all employees and authorize department heads to issue, modify, or approve written policies for their respective departments. **[12.2.1.b.]**
- B. Police Department policies, rules and procedures are composed of ARs, police directives maintained in PowerDMS, and division/section/unit standard operating procedures (SOPs).
- C. Information contained in the police directives and SOPs is of a relatively permanent nature. Because police activities and priorities require updating to conform to changing requirements, more flexible means of communication are also needed. These needs are addressed through special directives and police staff email correspondence. **[12.2.1.d.]**
- D. All police directives and SOPs remain in effect until personnel authorized to issue such cancellations specifically cancel them.

**1.5.03 DEFINITIONS****[12.2.1.c.]**

**Written Directive** – Any instrument that establishes Department policies, rules or procedures. This includes administrative regulations, police directives, chief's memorandums, special directives, division/section/unit SOPs, mutual aid agreements, memorandums of understanding / memorandums of agreement.

**Police Directive** – Issued by the Chief of Police as a written directive that provides policies, rules and procedures affecting employees on matters affecting more than one bureau.

**Directive Addendum** – Issued by the Chief of Police as needed, to convey changes, additions or deletions to police directives, the addendum becomes part of the directive it amends.

**PowerDMS** – An automated document management system of the police directives available to all police staff through the police server and mobile computers.

**Special Directive** – Issued by the Chief of Police or Deputy Chief to set forth procedures for a specific circumstance or event of a self-canceling nature (such as parades and other special events), or to direct the hiring, assignment, transfer, promotion, demotion, or separation of employees.

**Standard Operating Procedure (SOP)** – Issued at the division, section, or unit level of command; a written document pertaining to matters at the division, section, or unit level, these procedures supplement rather than duplicate the police directives. They should contain subject matter that affects only employees in a single division, section, or unit. (For example: Procedures for Latent Print Examiners would only affect employees in the Identification Section).

**Administrative Regulation (AR)** – Issued by the City Manager to establish administrative policy for City employees; available for review throughout the Department via intranet.

**Direct Report** – Individuals, sections, or units reporting directly to a Bureau Chief or the Chief of Police

**Policy Statement** – A broad statement of principles, goals and/or values. Policy statements provide a framework for the development of rules and procedures.

**Memorandum of Understanding / Memorandum of Agreement** – A written document between two or more parties to cooperatively work together on an agreed upon objective. The purpose of MOUs and MOAs is to have a written understanding of the agreement, role and responsibilities between the parties.

**Mutual Aid Agreement** – A written document between two or more parties to provide assistance to each other during critical incidents, emergencies, disasters, multi-jurisdictional training or other pre-planned public service events

**Staff Review** – a representative sampling of Department employees selected to examine new or revised written policies prior to final approval and implementation by the Chief of Police

**Subject Matter Expert (SME)** - a person with experienced knowledge, skills, abilities and understanding in a particular area or topic.

#### **1.5.04 RESPONSIBILITIES**

**[12.2.2.a, b, & c.]**

##### **A. Planning, Accreditation and Directives Section will:**

1. Oversee and maintain current police directives, agency SOPs, mutual aid agreements, memorandums of understanding and memorandums of agreement. Will develop or coordinate the development of new policy and procedures when appropriate.
2. Coordinate periodic review of police directives. Assign creation or review of directives to subject matter experts, units affected and/or within their areas of responsibility, and others as needed.

**[12.2.1.d.]**

3. Facilitate suggested changes to police directives and requests for new police directives.
4. Distribute new and revised police directives to Police Staff through PowerDMS.
5. Advise employees through an all Police Staff broadcast email when a policy change has been issued by the Chief of Police.
6. Monitor electronic signature reports for accountability and provide status reports as necessary.

**B. All Employees will:**

1. Read, become familiar with, and act in accordance with all newly issued police directives and addendums.
2. Complete the electronic signature and training component, if applicable for newly issued police directives, revisions or addendums. **[12.2.2.c.]**
3. Comply with procedures in special directives they are issued which affect their job.
4. Immediately point out to their supervisor any information in a written directive that appears to be in error, or which conflicts with other existing policies, procedures or practices. If confirmed, such error or conflict will be brought to the attention of the Planning, Accreditation and Directives Section as soon as possible.
5. Seek clarification from their immediate supervisor as soon as possible if they do not understand all or part of a written directive.
6. Be accountable for all police directives issued with direct or indirect applicability to their current assignment (for example, all sworn employees are accountable for their actions under Police Directive 11.21, Traffic Enforcement even if assigned to a specialized or administrative function).
7. Report to their supervisor the need for any such policy, practice or information change that comes to their attention. No employee may publish any written document designed to amend an existing policy, rule or procedure without specific permission from the issuing authority. The proposed need for a policy, practice or information change must be made in writing to the Planning, Accreditation and Directives Section staff for approval and publication.
8. Staff that are assigned a new or amended directive for review, will give careful consideration to the material, ensuring the accuracy of documents affecting them or their area of responsibility or expertise.

**C. Division Commanders and Direct Report Supervisors will:**

1. Ensure that all employees in their span of control are informed and receive necessary training on newly issued police directives and addendums. [12.2.2.a.]
2. Will attempt to resolve any current practice that differs from written policy. Any unresolved conflict between current practice and written policy must be brought to the attention of the Planning, Accreditation and Directives Section staff as soon as possible. [12.1.3.]

**D. Bureau Chiefs will:**

1. Ensure that any policy, practice or information specifically covered in written directives accurately reflects the actual operation of their divisions, sections, and units.
2. Take appropriate action to resolve the issue when an employee brings to their attention that a current practice differs from written policy. Any unresolved conflict between current practice and written policy must be brought to the attention of the Planning, Accreditation and Directives Section staff as soon as possible. [12.1.3.]

**1.5.05 POLICE DIRECTIVES****A. Index**

1. The police directives are organized by the following numbered topics:

- 1.0 ORGANIZATION AND MANAGEMENT
- 2.0 ETHICS AND CONDUCT
- 3.0 INFORMATION AND COMMUNICATIONS
- 4.0 PERSONNEL
- 5.0 TRAINING
- 6.0 EQUIPMENT, FACILITIES AND SUPPLIES
- 7.0 WEAPONS
- 10.0 GENERAL PROCEDURES
- 11.0 INCIDENT PROCEDURES
- 12.0 COMMUNITY ORIENTED POLICING
- 13.0 EMERGENCY INCIDENTS
- 14.0 RESERVED
- 15.0 RESERVED

**B. Format****[12.2.1.d.]**

1. The first page header may include, as appropriate to the topic: the police directive's name and number, effective date, list of documents cancelled by this directive, updated date, updated section reference information, subject matter expert (SME) review date, and an index of the contents of the directive.

2. Major sections may include, as appropriate to the topic, but are not limited to:
  - a. PURPOSE AND POLICY - A statement of the Department's goals and values relating to the subject of the directive and a statement of what the directive is intended to accomplish.
  - b. AUTHORITY AND BACKGROUND - A reference to the legal or other authority that mandates the directive and other background or introductory material.
  - c. DEFINITIONS - Any definitions that will make the directive more understandable.
  - d. RULES AND/OR RESPONSIBILITIES - Any rules governing employee behavior and responsibilities in regard to the directive.
  - e. PROCEDURES related to the topic.

**C. Issuing Police Directives**

1. Police directives are issued at the Department level, under the signature of the Chief of Police or designee. **[12.2.1.b.]**
2. Police directives and revisions are generally drafted within the affected unit, in consultation with involved employees and subject matter experts. The Planning, Accreditation and Directives Section will assign directives to subject matter experts for review and revision. Subject matter experts will be given 30 days to review and revise the specified directive. Proposed police directives are distributed for staff review through PowerDMS by the Planning, Accreditation and Directives Section. Staff review may include Deputy Chiefs, division commanders, employee representatives of the police unions, Police Association, and Alexandria Government Employee's Association, and other persons as appropriate. Staff review comments are generally returned within 14 days unless otherwise specified. **[12.2.1.i.]**
3. Employees drafting new or amended police directives will determine if other written directives or accreditation standards are affected. Writers will then forward the document through their commander to the Planning, Accreditation and Directives Section for staff review, coordination, editing, numbering, final approval by the Chief of Police and publication. **[12.2.1.b.]**
4. A change in any policy, practice or information specifically covered in a police directive may only be accomplished through an addendum to, an update of, or re-issue of, the police directive. An exception to this is when time is of the essence, the Chief of Police or designee may direct someone to deviate from the policy and/or issue a memorandum or police information bulletin notice to put the change into effect immediately. The change will be incorporated into a police directive as soon as practical. All such addendums, memorandums and notices must be coordinated through the Planning, Accreditation and Directives Section.

5. Color coded, italicized blue text and vertical lines in the left margin will be used to identify the portion of the directive being changed.

**Exception:** If revisions to a directive significantly modify current policy and/or practice, the newly issued directive will be disseminated as “treat as new” and will not have the color coded text and left margin indicators. “Treat as New” will be indicated in the email notification of the newly published directive.

6. The Planning, Accreditation and Directives Section may update directives after receiving written approval from the Chief of Police or a Deputy Chief on the authority of the Chief of Police. Updated directives are noted in the PowerDMS index. [12.2.1.c.d.]
  7. The Support Services Commander has the authority to approve directive content for clarification purposes. (example: wordsmithing, word semantics)
  8. Affected units will be given the opportunity to review procedures before they are implemented. [12.2.1.i.]
  9. Original, signed police directives are stored in the Planning, Accreditation and Directives Section. [12.2.1.d; 12.2.2.b.]
  10. Copies of police directives and addendums may be printed from PowerDMS.
- D. Distribution** - Employees are no longer given individual copies of all police directives. They are available to all employees through PowerDMS. [12.2.2.a.]

#### **1.5.06 OTHER WRITTEN DIRECTIVES**

##### **A. Standard Operating Procedures (SOPs) and Bureau Orders**

1. Bureaus, divisions, sections, and units within the Department may develop procedures affecting their own operations. The commander of the bureau, division, section, or unit, and the Planning, Accreditation and Directives Section must approve all SOPs prior to implementation. Signature lines on the last page of the SOP will be affixed for this purpose.
2. Commanders will ensure their SOPs do not conflict with City administrative regulations or police directives and may include references to accreditation standards where applicable.
3. After final approval, the original SOP will be sent to the Planning, Accreditation and Directives Section.

4. The Planning, Accreditation and Directives Section will *upload the* SOP into *PowerDMS* and notify the chain of command of the affected unit, section, or division. *The SOP will be distributed through PowerDMS to the members of the affected unit, section or division.*
  5. Original SOPs will be stored in the Planning, Accreditation, and Directives Section unless otherwise requested.
- B. Special Directives** may be issued by the Chief of Police or designee. Requests for a special directive along with information to be included in the special directive will be forwarded to Personnel and Training. Personnel and Training staff will draft the appropriate special directive and distribute it according to their SOP on special directives.
- C. Chief's Memorandums** are issued when an immediate policy change is required. When police directives are updated, the policy change will be incorporated into the directive.
- D. Mutual Aid Agreements, Memorandums of Understanding and Memorandums of Agreement** are developed with external agencies and entities under the signature of the Chief of Police. Original mutual aid agreements, memorandums of understanding, and memorandums of agreement will be stored in the Planning, Accreditation and Directives Section and will be made available to police staff upon request.

**By Authority Of:**

**Earl L. Cook  
Chief of Police**